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Job details

Job 1 of 1

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\$6,676.12 – \$9,241.31 (S09)**ABOUT THE POSITION:**

The Office of the District Attorney is seeking a highly motivated, well-organized professional individual to manage the Property Management and Support Services Division of the Bureau of Administrative Services. The vacancy is located at 201 N. Figueroa Street, Suite 1300, Los Angeles, CA 90012.

Qualified employees are invited to submit a resume along with a cover letter highlighting their work experience and additional information, a copy of their last two performance evaluations, and copies of time records for the last two years by **Thursday, February 7, 2013**.

Requirements **DO NOT APPLY ONLINE****ACCEPTING RESUMES FROM:**

Permanent Los Angeles County employees with four years experience in a staff capacity, analyzing and making recommendations for the solution of problems of organization, procedures, budget, or personnel, **two years** of which must have been in a supervisory capacity*.

***Supervisory Capacity:** Candidates must have two years of experience managing a section through subordinate supervisors (a section comprised of multiple units) at the level of Los Angeles County's class of Program Manager II or higher. (Payroll Title Examples: Supervising Administrative Assistant II/III, Fiscal Officer I, Head Departmental Personnel Technician.)

Only the most qualified individuals will be invited to participate in the interview and final selection process.

Desirable Qualifications**DESIRABLE QUALIFICATIONS:**

- A Bachelor's degree from an accredited college or university.
- Demonstrated experience in effectively directing, supervising, and evaluating the work of a variety of professionals in multiple units or organizations.
- Demonstrated leadership skills and abilities to develop and manage large and complex programs and projects.

- Demonstrated knowledge and experience in space and facilities management, procurement, equipment and records management, mail and messenger services, maintenance, transportation, or a related field.
- Demonstrated experience in planning, developing, and preparing budgets, monitoring expenditures, and managing contracts in an organization.
- Excellent interpersonal and customer service skills, interacting effectively with all levels of departmental and County management and staff, and outside vendors and agencies.
- Excellent verbal and written communication skills, including negotiation skills.
- Excellent analytical and problem-solving skills.

Duties**DUTIES AND RESPONSIBILITIES:**

This position reports directly to the Administrative Services Bureau Director (Administrative Deputy) and is responsible for managing, through subordinate supervisors, the operations of the Property Management and Support Services Division. The Division provides the following administrative support services for the Department: facilities and equipment management, procurement, inventory control, reproduction, mail distribution, maintenance, warehousing, records management, digital archives, departmental transportation and parking, cellular services, and special projects.

This position is also required to interact, verbally and in writing, with Departmental Executive management and staff, representatives of other County departments, and outside vendors and agencies.

**Vacancy
Information****PLEASE SUBMIT THE REQUESTED DOCUMENTS TO:**

Lynn Vodden, Director
Bureau of Administrative Services
201 N. Figueroa St., Ste. 1300
Los Angeles, CA 90012
Contact Name: **Tess Masukawa**
Fax: (213) 202 - 6084

**THIS IS NOT AN OFFICIAL ANNOUNCEMENT FOR A CIVIL SERVICE
EXAMINATION**

Contact Name Tess Masukawa
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Job Field Administration

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